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**Transportation**

**SMALL AIR TERMINAL OPERATIONS**

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This publication implements Air Force Policy Directive (AFPD) 24-1, *Personnel Movement*.

This instruction provides guidance and procedures for Air Force user-operated small terminals worldwide. It applies to all Air Force user-operated small terminal operations performing an airlift function in support of the Department of Defense (DOD). Air Force small terminals are defined as air terminals not designated as strategic aerial ports listed in Part III-Mobility, Appendix M of the Defense Transportation Regulation (DTR). The objective of this instruction is to identify the core air transportation responsibilities required to support installation deployment officers and small air terminal managers. It enables a robust readiness training program to ensure fully qualified augmentees are available to support air transportation operations during contingencies and exercises. Additionally, this instruction identifies references and provides the necessary procedural guidance to manage the day-to-day small air terminal operations including but not limited to, passenger and cargo manifesting, determining cargo/passenger eligibility, performing passenger anti-hijacking, operating materiel handling equipment, loading/unloading aircraft, maintaining traffic related documents, and ensuring In-transit Visibility (ITV). This publication applies to the Air National Guard (ANG). This publication also applies to Air Force Reserve Command (AFRC) Units. This instruction replaces AFJI 24-114. Refer to AFI 10-403, Deployment Planning and Execution, and base Installation Deployment Plan for deployment processing procedures. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) may supplement this Air Force instruction (AFI) with HAF/A4R approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's chain of command. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 5, United States Code, Section 552a and DoD Instruc-

tion 5400.11, DOD Privacy Program. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice(s) is available online at: <http://www.defenselink.mil/privacy/notices/usaf>.”

## ***SUMMARY OF CHANGES***

**This document has been substantially overhauled and must be completely reviewed.** Major commands (MAJCOMs), direct reporting units (DRUs), and field operating agencies (FOAs) should thoroughly review this publication. It incorporates core air transportation training requirements and wing/base readiness training requirements from AFI 24-235, *Combat Readiness Flight* and AFJI 24-114, *Air Force Small Terminal Operations* into a single instruction. Both will be rescinded once this AFI is published.

Small air terminal manager responsibilities and passenger and cargo processing procedures were updated to align with current AF and DOD publication guidance. In addition, general safety policies and procedures including chemical biological, radiological, and nuclear high yield explosives (CBRNE), materials handling equipment operations, 463-L pallet and net management, In-transit Visibility (ITV) and support agreements were also added to the revision. Additionally, the revision includes a new chapter addressing special assignment airlift missions (SAAM), operational support aircraft (OSA), joint airborne/air transportability training (JA/ATT), self-inspection program and information collection, records, and forms.

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## Chapter 1

### GENERAL REQUIREMENTS

**1.1. Security.** Everyone involved in the movement of passengers and cargo on DOD-owned and controlled aircraft has the responsibility to prevent the possible hijacking or sabotage of an aircraft. Passenger processing and cargo handling personnel must be alert to detect any unusual conduct of persons entering the terminal area, or any suspicious items offered for air shipment. Terminal personnel, security officials and aircrew members share the responsibility for security of the air terminal and aircraft while they are on the ground. For more guidance, refer to AFI 10-701, *Operations Security (OPSEC)*; AFI 31-401, *Information Security Program Management*; AFI 31-501, *Personnel Security Management Program*; and AFI 10-245, *Air Force Antiterrorism (AT) Standards*.

**1.2. Safety.** Managers and supervisors at all levels must make safety a top priority to prevent hazards and avoid accidents. Terminal personnel also have the responsibility to follow established policies and procedures. Small terminal manager responsibilities in this area include but not limited to:

1.2.1. Provide safe and healthful workplaces.

1.2.2. Ensure all individuals receive necessary job safety and off-duty safety training.

1.2.3. Ensure a proactive mishap prevention program is implemented in the unit to include the procurement and proper use of the appropriate personal protective equipment and facility compliance with applicable Occupational Safety Health Administration and Air Force Occupational Safety Health standards IAW AFI 91-202, *The US Air Force Mishap Prevention Program*.

1.2.4. Ensure equipment operators and spotters use the universal aircraft loading hand signals and follow procedures for operating vehicles on and off the flightline, including pre-positioning wheel chocks IAW AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*.

1.2.5. Refer to AFI 24-203, *Preparation and Movement of Air Force Cargo*, for procedures for cargo contaminated by chemical, biological, radiological, and nuclear high yield explosives (CBRNE).

**1.3. Air Transportation Training Requirements.** The purpose of training is to ensure each individual is prepared to meet Air Force mission requirements. Commanders should make every effort to ensure assigned military/civilian 2T2XX personnel are thoroughly trained on all core tasks through a local proficiency training plan and/or off-site training. A website hosted by the Air Force Institute for Advanced Distributive Learning (AFIADL) currently hosts the USAF Expeditionary Center's Air Transportation web-based training courses at <https://www.usafec.af.mil/students/cc/index.asp>. MAJCOMs may direct enrollment and require specific course completion for military/civilian 2T2X1 assigned personnel in order to maintain upgrade/career field proficiency. Additionally, unit funded formal training quota's offered through the USAF Expeditionary Center at Ft Dix, NJ are recommended and training quotas may be obtained from respective MAJCOM POC.

1.3.1. Joint Inspection Training Requirements. Joint Inspection (JI) is defined as the inspection of aircraft loads by qualified representatives from the deploying unit and the supporting airlift representative. Small air terminal managers will ensure assigned personnel meet the requirements listed in AMCI 24-101, *Training Requirements for Aerial Port Operations*, Volume 22, Attachment 3 for JI qualification.

1.3.2. Load Planning Training Requirements. Small terminal personnel must complete the requirements for load planning qualification IAW AMCI 24-101, Volume 22, Attachment 5.

1.3.3. Hazardous Materials (HAZMAT) Training. The Hazardous Material Inspector Course L3AZR2T251 00AA -Initial (Resident) or L7AZT2T251 00AA – Initial (Mobile), is required for completion of Joint Inspection (JI) certification. However, some exceptions apply at ARC locations. Handlers Familiarization training is typically the minimal level required for day-to-day air transportation HAZMAT operations.

**NOTE:** Air transportation personnel preparing unit owned cargo for HAZMAT certification are only required technical specialist training outlined in AFMAN 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*, Attachment 25.

**1.4. Wing/Base Readiness Training Requirements.** The Installation Deployment Officer (IDO) is ultimately responsible for the wing/base readiness training program. Assigned military/civilian 2T2XX personnel must remain proficient/current with air transportation career field core tasks/processes/changes in order to properly train Resource Augmentation Duty (READY) personnel/augmentees IAW AFPAM 10-243, *Augmentation Duty*. Small air terminal managers will provide information on quarterly deployment training status to the Installation Deployment Officer (IDO). The IDO will consolidate information and brief installation/wing commander IAW AFI 10-403, *Deployment Planning and Execution*.

1.4.1. Deployment Operations Training. Small air terminal operations assigned personnel will provide training of wing personnel to fulfill deployment tasks. The specific responsibilities of this work center include but are not limited to:

1.4.1.1. Develops, conducts, and documents the wing's transportation deployment training.

1.4.1.2. Maintains air transportation related work center deployment lesson plans. Lesson plans must be written to the point they provide enough detail for the instructor to convey to the student their role in the deployment operation. The lesson plan should be aligned with the wing's/base's deployment commitment. MAJCOMs may publish lesson plan templates for local use.

1.4.2. As a minimum, develops deployment lesson plans for the following areas: Load Planning Overview, Cargo Preparation/Pallet Build Up, Ramp Coordinator, Cargo Deployment Function work-centers (i.e., In-Check, Cargo Marshalling Yard, Joint Inspection, Hazardous Cargo Handlers, Explosives Safety, Quality Control, and Load Teams) and the transportation portion of the Passenger Deployment Function. Small air terminal managers will coordinate with deploying units requiring hazardous material Technical Specialist training. However, the local Traffic Management Flight (TMF) will actually conduct Hazardous material technical specialist training as outlined in AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*. Deploying units should contact the local TMF for any HAZMAT technical specialist training required.

1.4.2.1. Ensures training modules are as comprehensive as possible to give individuals a clear understanding of their duties and the importance of the deployment operation. Refer to AFI 10-403, Attachment 5 for specific training requirements.

1.4.2.2. Ensures that safety/Operational Risk Management (ORM) is stressed and made part of each course curriculum.

1.4.2.3. To enhance course material comprehension, instructors should use visual aids, allow students as much time as possible for practical training and classroom discussion, have students fill

out forms and demonstrate defined task procedures. Use of tests, quizzes, and handouts as appropriate to help explain and/or clarify course materials is recommended.

### 1.5. 463-L Pallet and Net Management.

1.5.1. 463-L Pallets/Nets. The redistribution of serviceable equipment will be directed and controlled by each command's pallet and net manager.

1.5.2. Control, maintain, inspect, and report pallets and nets IAW DOD 4500.9-R, *Defense Transportation Regulation (DTR)*, Volume VI, *Management and Control of Intermodal Containers and System 463-L Equipment*, its supplements, applicable Air Force Instructions, and any supplements, TO 35D 33-2-2-2, *Instruction with Parts Breakdown -- 463L Air Cargo Pallets, Types HCU-6/E and HCU-12/E* and TO 35D 33-2-2-1, *Maintenance and Repair Instructions -- Air Cargo Pallet Nets, HCU-7/E, I, Side, HCU-15/C, II, Top, HCU11/C, III, Side, HCU-16/C, IV, Top*. Conduct a physical inventory of pallets and nets, as required by the AF, MAJCOM, or DOD Component pallet and net manager.

1.5.3. Revalidate requirements annually (NLT 30 September) and document the minimum essential assets required to accomplish the mission.

1.5.4. Maintain hand receipt or audit trail for pallet and nets given to units for use in transporting materiel during deployments.

1.5.5. Adhere to shipping instructions prescribed in referenced T.O.s when preparing to ship assets. Be prepared to ship on short notice quantities of serviceable pallets and nets to other organizations at the direction of the MAJCOM or HQ AMC/A4T, the designated DOD Executive Agent for 463-L Equipment Manager.

1.5.6. Ensure unit personnel return excess pallet and net assets to the airlift system immediately upon arrival at the final deployed location.

1.5.7. Conduct investigations of unexplained pallet and net losses and submit results to your MAJCOM or DOD Component.

**1.6. Materiel Handling Equipment (MHE) Operations.** Unit commanders will ensure personnel are fully trained to operate, inspect, and care for assigned assets. The unit will establish a Vehicle Safety Program that includes accident prevention and reporting on all vehicle accidents or incidents as outlined in AFD 24-3, *Operation and Use of Ground Transportation Vehicles*. As the operator, you are ultimately liable; therefore you must operate the vehicle in a safe and proper manner.

1.6.1. K-Loader Safety. Gravity loading of palletized cargo is prohibited.

1.6.1.1. Aircraft load crew personnel may ride K-loader decks up to, or down from, aircraft cargo floor height providing the following safety provisions are followed: The K-loader parking brake is set and the transmission is in neutral. Personnel stay clear of the loader's telescoping ladder and extreme ends of the deck. Ensure sufficient clearance between the K-loader and aircraft exists. At no time is load crew personnel allowed on the deck when the loader is moved forward or aft except when secured in a harness to perform spotter duties. Personnel are not allowed on K-loader decks unless transmission is in neutral and parking brake is set. However, in exceptional cases, when a spotter is required on the deck to aid in final K-loader/aircraft interface, the individual may be required to wear a personal fall restraint equipment and harness.

1.6.1.2. A fall restraint harness must be used when personnel are required to operate on a K-loader deck raised above 10 feet and are working past the last pallet lock on either end of the deck. Completion of restraint equipment and harness training will be documented in the member's AF Form 623, AF Form 55, or online training software equivalent.

1.6.1.3. Cargo transported on 25K, 40K, 60K and Next Generation Small Loader (NGSL) loaders will be properly secured to the loader deck prior to placing the loader in motion. Restrain load fore and aft with appropriate tiedown with adequate strength and other operational characteristics for the load being secured. MAJCOM, Wing and T.O.s may be more restrictive and require use of chains. Engage integral braking systems for rolling stock, if equipped. When offloading rolling stock from K-loaders, at least one fwd and one aft tie-down chain and device will restrain the rolling stock until secured to a prime mover. Restrain palletized cargo by engaging the pallet locks, fore and aft emergency pallet stops, and applying supplemental restraint (25K and 40K only). Operators are responsible for ensuring safety compliance. When it is necessary for the operator to remain in the cab of the K-loader, the loading supervisor is responsible for ensuring compliance with all safety precautions.

1.6.1.4. Supplemental restraint for 25K/40 K-loaders will be used for each individual pallet, or by securing the two end pallets with appropriate tie-down with adequate strength and other operational characteristics for the load being secured when three pallets or more are being transported. Appropriate tie-down will be applied to both sides of the pallets. When tie-down devices are used for supplemental restraint, the device will be attached to the pallet D-rings and the excess secured.

1.6.1.5. Pallet trains in lengths that exceed K-loader capacity, or pallet trains with overhang which prevents engaging both fore and aft emergency pallet stops, normally will not be transported on any type K-loader. If no alternate means are available and it is determined pallet handling limitations of a K-loader must be exceeded, small terminal management will provide specific guidance concerning placement of the pallet train on the loader. Use supplemental restraint, spotters, etc.

1.6.1.6. Do not drive loaded forklifts or other highly concentrated loads on K-loader deck surfaces.

1.6.2. Forklifts. Secure pallets to the forklift prior to movement when loading/offloading/transporting pallets on forklift with rollerized tines, when pallets are top/side heavy, and when snow or ice may have accumulated between the forklift tines and the pallet.

1.6.2.1. Secure all objects of irregular shape, including aircraft engines, to the forklift carriage before being raised, lowered, or moved. Normally, place large irregularly shaped objects on pallets for stability before transporting. **Note:** Ensure protruding engine parts (afterburners, etc.) are not damaged during transport.

1.6.2.2. Secure skids/pallets or individual containers of explosives to forklifts to prevent movement. The cargo need not be secured to forklifts when container skids or pallets have integral tine enclosures. Positively secure together/unitize stacked explosives prior to movement. Do not use forklifts to transport explosives in over-the-road type operations, or out of the immediate work area IAW AFMAN 91-201, *Explosives Safety Standards*.

1.6.3. Wide Body Aircraft. Use loaders designed to service wide body aircraft when available. K-loaders with extenders and hi-lift trucks may be used as alternatives. Due to the fuselage contour of these aircraft, use extreme care when positioning equipment for on/offload operations. When K-loaders without deck extensions are used to service lower lobe compartments, they are normally backed to

the aircraft. Before attempting to back a K-loader, the vehicle operator must ensure the primary spotter has pre-positioned the wheel chocks, is clearly in view and hand signals are understood. Accurate preliminary height adjustment of the loader deck is critical in lower lobe operations. The vehicle operator will stop the K-loader approximately 10 feet from the aircraft for preliminary height adjustment. Load crew personnel must exercise extreme caution when approaching and stepping over the gap between the loader deck and aircraft floor.

**1.7. In-Transit Visibility.** ITV data reporting provides movement visibility (location, status, and availability) of DOD unit and non-unit personnel, cargo, and equipment. A primary source of ITV data is automated information systems (AIS) at transportation nodes. Small air terminal managers will use Cargo Movement Operations System (CMOS) as the AIS for documenting passenger travel, and the preparation, shipment, and receipt of cargo IAW DTR Part III, Mobility. Data timeliness is a critical ITV factor. Small air terminal managers will release the manifest within 60 minutes after the cargo/passengers have departed.

**1.8. Support Agreements.** It is important to establish inter-service and host or tenant support agreements, as appropriate, to clearly define the roles, mission and support at Air Force user-operated small terminal locations. Host installation commander, or equivalent, responsibilities are identified in AFI 10-403, *Deployment Planning and Execution*, to facilitate deployments that include tenant unit and transient forces. Small air terminal managers will work closely with the Wing Support Agreement manager and refer to AFI 25-201, *Support Agreements Procedures*, for further guidance on support agreement policy. Small air terminal managers should also:

- 1.8.1. Ensure all transportation issues are thoroughly analyzed in all agreements.
- 1.8.2. Ensure all agreements are evaluated in terms of your unit's manpower and facilities capability.



## Chapter 2

### PASSENGER OPERATIONS

**2.1. Purpose.** It is imperative small air terminal management provide detailed local guidance for safe and efficient processing of passengers and their baggage. Eligible passengers for travel are identified in DOD 4515.13-R, *Air Transportation Eligibility*.

2.1.1. Eligible passengers must process through the designated base passenger facility for manifesting and anti-hijack processing. Small Terminal Operations retains overall responsibility for passenger manifesting/security, and maintains the Space Available sign-up roster. Deviations from this process must be approved by the respective MAJCOM.

2.1.2. When practical, use of a public address system is recommended to make terminal announcements. The system type used is left to the discretion of local management.

2.1.3. Maintain a system type or method for flight information display in the terminal where passengers may view flight information. The system or method for displaying information will be left to the discretion of local management. As a minimum, it should identify departing/arriving flights with the number of anticipated space-available seats, space-available call times, and manifest closeout times.

2.1.4. Small Terminal Operations management must periodically review the following Transportation Security Administration website for the most current federal safety and security rules: <http://www.tsa.gov/public/>. These rules must be applied when developing terminal security and passenger anti-hijack procedures.

2.1.5. Passengers will be required to present valid government issued identification. Passports, visas, and immunization records should be checked, if required according to the DOD Foreign Clearance Guide. Prior to boarding, passenger ID cards will be matched against the final passenger manifest.

2.1.6. Sterile Area. Designate a secure location in which screened passengers, baggage, or cargo are isolated prior to aircraft loading. Restrict personnel entrance to manifested passengers and designated small air terminal operations personnel.

2.1.7. Duress Alarm System. Install a duress alarm system linking the security forces facility and the passenger terminal inspection area check-in counters. Small air terminal management will install alarm (s) in the gate area. The activating device (button/switch) must be out of public view to allow personnel monitoring/performing inspections to activate the alarm unnoticed. Duress alarms checks must be coordinated with the local security forces personnel and established in local directives or as stated in wing/base AFI 31-series publications.

2.1.8. Use of walk-through magnetometer or hand held wand is required to expedite passenger processing. Screen all passengers entering the sterile area. Further inspect passengers who activate the walk-through metal detector (if installed) twice by use of a hand held wand. If hand held wand is inoperable or unavailable, passengers will submit to a visual check by opening coats, jackets, etc. If you note anything suspicious, such as a weapon, inconspicuously summon law enforcement agents. Security police will perform all required physical inspections (body searches) when circumstances warrant. Do not allow passengers to retain in their possession those items considered to be edged or sharp objects, regardless of length. Advise all passengers such items will not be allowed into the cabin of the aircraft or beyond the screening checkpoints and must be disposed of or placed in their checked baggage prior to boarding the aircraft. Small air terminal managers must establish local procedures for

magnetometer testing and maintain documentation of its frequency. Guidelines and procedures listed in this paragraph are in accordance to AFI 13-207, *Preventing and Resisting Aircraft Piracy*.

**2.2. DOD Aircraft Passenger Manifest Policy.** Each installation will have a single space available passenger register from which space available travel is accomplished as authorized by DOD 4515.13-R. The maintenance of this passenger register will be the responsibility of Air Mobility Command, where established or designated by the installation commander where no AMC activity exists. A passenger manifest will be prepared for all DOD aircraft carrying passengers. Use CMOS as the service manifesting system to manifest passengers. Completion of the DD Form 2131, **Passenger Manifest (Attachment 2)** is mandatory in the event of CMOS/automated system failure. Passenger processing personnel will use DOD 4500.9-R, *Defense Transportation Regulation Part I, Passenger Movement*, when preparing passenger manifests. All passengers must be manifested including Distinguished Visitors. Refer to AFI 24-238, *In-Transit Visibility*, Paragraph 4.1.2., for Distinguished Visitor (O-6 thru O-10/Execs/Aides/civilian equivalents) manifesting procedures. Small Terminal Operations will ensure manifests are available for all flights.

2.2.1. Aircraft passenger manifesting procedures and systems must collect, at a minimum, the following from each passenger:

2.2.1.1. Name

2.2.1.2. Rank, if applicable

2.2.1.3. SSAN or passport number (if a military dependent, the sponsor's SSAN or passport number may be used)

2.2.1.4. Status (active duty, reserve, retired, dependent, civilian employee, etc.)

2.2.1.5. Sponsoring military service, agency, or employer (if applicable)

2.2.1.6. Name and telephone number of an emergency contact not traveling with the passenger

**(Note: For group moves, it is mandatory. However, individual travelers may exercise the option to decline providing such information.)**

2.2.1.7. Emergency contact information collected from passengers will be used solely for the purpose of making notifications in the event of an emergency. Agencies will ensure that records destruction will be handled in accordance with authorized procedures for disposal of records.

2.2.2. Place the following statement on the last page of all copies of the manifest after accomplishing anti-hijacking requirements.

"I certify that no unauthorized weapons/ammunition/explosive devices, or prohibited items are in the possession of those personnel from whom I am the designated manifesting representative or troop commander, and that their authorized weapons have been cleared." Signature of Passenger Processing or Designated Representative.

**2.3. Stand-by Passenger Procedures.** Passengers space blocked or that have travel reservations have priority on airlift missions. Stand-by passengers will be assigned to a stand-by category IAW DOD 4500.9-R, Appendix E and DOD 4515.13-R, Chapters 2 and 6.

2.3.1. Duty Stand-By Procedures. When passengers arrive at the passenger terminal to travel stand-by, pull a single copy of the travel order and record the priority and date/time of sign-up at the top of the order.

2.3.1.1. Stand-by roll call will take place in sufficient time to meet aircraft departure times. Times are determined by local management based on size and scope of operation.

2.3.1.2. For baggage restrictions, uniforms and dress procedure please refer to DOD 4515.13-R.

2.3.2. Space Available Stand-By. Only one space available register may be maintained per installation. Travelers must present border clearance documents such as passports, visas, and immunization records as required by the Foreign Clearance Guide at the time of travel. For specific guidance refer to DOD 4515.13-R.

**2.4. Passenger Check-In.** Passenger service agents will verify all passengers have a copy of their orders/ travel authorization, and/or passport in their possession to fly aboard any DOD aircraft. Travel orders will be checked for fiscal data, Customer Identification Code (CIC), and signature block.

2.4.1. Passenger Billing/Order Collection. Duty passengers are required to reimburse the DOD for travel aboard military aircraft. Passenger service agents must collect and process their documentation for billing. If there is any doubt, agents should collect order for further billing.

2.4.2. Customer Identification Code (CIC). CICs are composed of 15 alphanumeric digits and indicate the service responsible for payment. Refer to DTR Part I, Passenger Movement, Chapter 103, Section J.

**2.5. Passenger Loading/Unloading.** Passengers will be accompanied to the aircraft to ensure flight-line safety is adhered. Passengers will be provided ear plugs prior to loading. Ensure the aircraft representative has confirmed a correct passenger head count prior to aircraft departure. Small terminal representative will meet all arriving passenger aircraft and ensure the manifest is correct or correct discrepancies if they exist.

**2.6. Baggage.** Process baggage as follows:

2.6.1. Lost Baggage. Immediately telephone origin and en route stations to locate lost bags.

2.6.2. Found Baggage. Local Small Terminal Operations management must develop procedures to ensure baggage is returned to passengers expeditiously as possible. Contact your Traffic Management Flight for shipping instructions and assistance.

2.6.3. Unclaimed Baggage. A small terminal operations representative and a security forces representative will jointly inventory the contents of the baggage. Items within the unclaimed baggage valued over \$25.00 are held for 90 days and turned over the Installation Property Disposal Office (PDO). Any items under \$25.00 are disposed of after 30 days through the Installation PDO. Weapons disposition will be turned over to the local Security Forces.

2.6.4. Pilfered Baggage. The small air terminal operations representative will prepare a detailed inventory of the bag contents and description of the missing items with the passenger and representative from Security Forces. The inventory is prepared in four copies and distributed as follows: Original and one copy to the passenger, one copy to Security Forces and one copy for small terminal operations files. Advise the passenger to contact the servicing Staff Judge Advocate or the Air Force

Claims Service Center at: <http://legalassistance.law.af.mil/claims/> for information and assistance regarding claims for lost or stolen baggage.

2.6.5. When 20 or more passengers/troops are planned for a movement, leave a pallet position open to accommodate palletized baggage.

**2.7.** Unique Passengers. Special category passengers, pregnant and post partum mothers, newborn infants and passengers with ammunitions are processed IAW DOD 4515.13-R.

**2.8.** Travel Aboard Foreign Aircraft. US military personnel in a duty status may travel on Royal Air Force, Canadian Armed Forces, Royal Australian Air Force (RAAF) and Royal New Zealand Air Force (and any other country when a new agreement with the U.S. is established) when approved under the terms of the Cooperative Airlift Agreement. Space-Available travel is not authorized.

## Chapter 3

### CARGO OPERATIONS

**3.1. Purpose.** Cargo operations for USAF small terminals consist primarily of aircraft loading and off-loading. The type commodity being handled will be processed according to applicable directives for moving classified, hazardous and sensitive items. For detailed onloading/offloading information and instructions concerning a specific type of aircraft, consult the appropriate Technical Order 1C-XXX-9 and/or AMCPAM 24-2 series, *Civil Reserve Air Fleet Load Planning Guides* as necessary. Additional transportation procedural guidance exists in the DTR Parts II and III and AFI 10-403, *Air Force Operations Planning and Execution*.

**3.2. DD Form 1385, Cargo Manifest.** A cargo manifest will be prepared for all DOD aircraft carrying cargo. Use CMOS as the service manifesting system to manifest cargo. The manifest provides a complete record of the actual movement of all cargo/mail aboard an aircraft on a particular flight or mission. Completion of DD Form 1385 ([Attachment 3](#)) is mandatory in the event CMOS or other automated system failures. Refer to DTR, Part II, for manifesting procedures.

**3.3. Routine Cargo Procedures.** Small air terminal operations activities processing routine cargo not associated with contingency/exercise or Special Assignment Airlift Missions (SAAM) refer to DTR, Part II and applicable AFI references. Do not accept this type of cargo for air movement unless it has been prepared, marked, and labeled through the local TMO.

3.3.1. **Cargo Marking/Labeling.** Cargo will be marked IAW Service directives and Military Standard (MIL-STD) 129, *Department of Defense Standard Practice, Marking for Shipment and Storage* and DOD 4500.9-R, DTR, Part II and III.

3.3.2. **Transportation Control Number (TCN).** The TCN is a 17-character data element assigned to control and manages every shipment unit throughout the transportation pipeline. The TCN for each shipment is unique and not duplicated. Detailed instructions for constructing TCNs are contained in DOD 4500.9-R, DTR, Part II, Appendix L.

3.3.3. **DD Form 1387-2, Special Handling/Data Certification.** A DD Form 1387-2 is required for classified shipments moving via military airlift or requires additional special handling. The DD Form 1387-2 will be completed IAW DOD 4500.9-R, DTR, Part II, Chapter 205 and Part III, Appendix V.

3.3.4. **Hazardous Materials (HAZMAT).** HAZMAT requires special attention due to the inherent nature of the items. Shipper's Declaration of Dangerous Goods (SDDG) is required documentation needed to ship HAZMAT by military air. All personnel involved in the transportation of HAZMAT must be familiar and trained IAW all laws, regulations, host nation agreements, and other rules governing the movement of these items. Refer to AFMAN 24-204 (I) for shipping HAZMAT by military air.

**3.4. Unit Move Documentation.** The completion of shipment documentation is the responsibility of the deploying/redeploying unit. Documentation supporting the movement of equipment and supplies must be captured and documented IAW DTR Parts II and III.

**3.5. Load Planning.** Load planners receive and monitor space allocations, pre-plan cargo movements, pre-select cargo loads, perform weight and balance, and monitor shipment age profiles. Load planners also monitor the movement of explosives and diplomatic cargo with approved diplomatic clearances. Load planners monitor special interest and high priority cargo and conduct daily inventories of all out-bound cargo and mail in the terminal.

**3.6. Scale Calibration.** Scales used to weigh cargo and mail will be calibrated in accordance with the TO, maintenance handbook, commercial data, etc., pertaining to each individual scale. In the absence of calibration guidance for a particular scale, scales should be calibrated at least annually. Coordinate required calibration with nearest Technical Measuring and Diagnostic Equipment facility or base Contracting office.

**3.7. Protective Clothing/Spill Control Kits.** Protective clothing/spill control kits will be available where hazardous materials are normally handled or stored. Maintain and control kit items in the same manner as prescribed for organizational clothing and equipment, Table of Allowance 016, Part B.

**3.8. Handling of Deceased Personnel.** Shipments will move on a separate manifest, using the manifest as a hand-to-hand receipt. Small air terminal managers will ensure on/offloading is accomplished discreetly and in a dignified manner. Do not on/offload human remains concurrently with passengers/patients. No cargo will be loaded on top of transfer cases containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but should be avoided if at all possible.

## Chapter 4

### OTHER PROGRAMS

**4.1. Purpose.** This chapter establishes policies and procedures for obtaining airlift support for movement of passengers and cargo on military or chartered aircraft. It addresses logistical support airlift transportation requirements i.e., Special Assignment Airlift Missions (SAAM), Operational Support Aircraft (OSA), Joint Airborne/Air Transportability Training (JA/ATT), and validating Space Available SAAMs. Additionally, this chapter outlines procedures for maintaining Records and Reports.

**4.2. Operational Support Aircraft (OSA).** OSA missions are movement of high-priority space required passengers and cargo with time, place, or mission-sensitive requirements. OSA missions are scheduled through the USTRANSCOM Joint Operational Support Airlift Center (JOSAC). Passengers traveling on administrative airlift or OSA need to prepare a DD Form 2768, *Military Air Passenger/Cargo Request*. Passengers who are on an advance list provided by an airlift validator and need only present their orders (these orders are not retained by passenger service) for verification of duty status and an ID card. Terminal personnel will accept telephone reservations from an airlift validator. Boarding passes are not required for passengers on administrative airlift unless there is a cash transaction or checked bags; this does not circumvent the requirements of DOD 4515.13-R. Normal processing procedures apply for terminal add-ons. The carriage of space available passengers and cargo specifically authorized by DOD 4515.13-R will be accommodated to the maximum extent possible. Before requesting support airlift, commanders at all levels will ensure that military air is necessary and economically feasible to satisfy their movement requirements. Consideration should be given to other modes of transportation that meet mission requirements. User convenience will not be the primary factor influencing the selection of military airlift. Refer to DODD 4500.43, *Operational Support Airlift*, for additional guidance.

**4.3. Special Assignment Airlift Missions (SAAM).** SAAM support requiring special consideration due to the number of passengers involved, the weight or size of the cargo, the urgency or sensitivity of movement, or other special factor may request special pick-up or delivery by AMC or theater airlift at points outside established AMC routes.

4.3.1. All requests (including KC-10 and KC-135 dual role airlift) will be submitted IAW DOD 4500.9-R, *Defense Transportation Regulation, Part I, Passenger Movement*, Appendix B, Format for SAAM Request. **Note:** SAAM requesters must be identified on an authorization letter from their commander before obtaining an account in the SAAM Request System (SRS). All requests must be submitted in SRS.

4.3.1.1. All unit airlift requests must be reviewed by the local Small Terminal Operations section prior to submission. Units submitting requests will:

4.3.1.2. Be familiar with applicable transportation directives.

4.3.1.3. Be able to discuss transportation issues pertinent to their units' deployment.

4.3.1.4. Document all travel requests.

4.3.1.5. Submit airlift requests in a timely manner to MAJCOM validator.

4.3.1.6. Passenger SAAMs will not be validated for CONUS travel with the exception of civic leader tours.

4.3.1.7. For dual-role air refueling SAAMS, units must have at least six pallets of cargo to validate KC-10 aircraft and two pallets of cargo for KC-135 aircraft, not including baggage pallets.

4.3.1.8. Space Available (Opportune) SAAMs are used to transport unfunded Space Available traffic. Space Available traffic is defined as that cargo and or passengers eligible for movement but unfunded within the Defense Transportation System. If funds are available for travel by any mode, an unfunded Space Available SAAM request cannot be submitted. Passengers and cargo must meet eligibility criteria as stated in DOD 4515.13-R.

**4.4. Joint Airborne/Air Transportability Training (JA/ATT).** JA/ATT provides basic airborne training and proficiency and/or continuation training for movement of passengers and cargo by air in a joint environment. Missions authorized by JA/ATT are listed in AMC OPORD 17-76, JA/ATT. For most Air Force Units, JA/ATT Static Load C-17s, C-5s, and C-130s provide the capability to conduct hands-on training for READY program aircraft load teams. Units should submit requests to MAJCOM validators IAW guidance provided by their MAJCOM.

4.4.1. Missions should be scheduled in conjunction with a local exercise to ensure optimum training.

4.4.2. Aircraft for maintenance, operations, or aerial port load ground training will be used a minimum of 12 hours.

**4.5. Training Missions.** Aircrew training missions do allow opportunities to move space available passengers and cargo. These space available missions may result when minor adjustments are made to a scheduled training mission to accommodate the airlift requirement, or when a productive aircrew-training mission can be generated while producing the airlift.

4.5.1. Use of aircrew training missions for logistical support will be authorized only when normal military or commercial transportation modes are unable to provide the required support.

4.5.2. MAJCOMs should publish their own policy and request procedures for this type support.

**4.6. Self-Inspection Program.** Small air terminal managers should develop and execute a self-inspection program IAW AFI 90-201, *Inspector General (IG) Activities*. MAJCOMs may publish additional guidelines for small terminal operations.

**4.7. Information Collection, Records, and Forms.** Small Terminal Operations Management must establish a file plan to ensure transportation documents are maintained and retained IAW AF Records Disposition Schedule (RDS) and is available at <https://webrims.amc.af.mil>. Documentation eligible for retirement must be staged by 1 April each year. In case of an aircraft accident, the base nearest the scene is responsible for initial notification. The terminal at the last station the aircraft transited will ensure that all records for the flight are secured. Copies may be reproduced, but will only be released at the request of a competent authority or the organization having operational control over the aircraft.

4.7.1. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 22-363) and disposed of in accordance with the AFRIMS RDS located at [https://afrims.amc.af.mil/rds\\_series.cfm](https://afrims.amc.af.mil/rds_series.cfm).



4.7.2. Forms Adapted. AF Form 94, Air Baggage Claim Ticket, DD Form 1385, Cargo Manifest, DD Form 2131, Passenger Manifest, AF Form 623, Individual Training Record Folder, AF Form 55, Employee Safety and Health Record, and DD Form 1387-2, Special Handling/Data Certification.

KEVIN J. SULLIVAN, Lt Gen, USAF  
DCS/ Logistics, Installations and Mission Support

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-403, *Deployment Planning and Execution*

AFI 10-701, *Operations Security (OPSEC)*

AFI 10-245, *Air Force Antiterrorism (AT) Standards*

AFI 24-101, *Passenger Movement*

AFI 24-203, *Preparation and Movement of Air Force Cargo*

AFI 24-238, *In-Transit Visibility*

AFI 25-201, *Support Agreement Procedures*

AFI 31-501, *Personnel Security Management Program*

AFI 90-201, *Inspector General (IG) Activities*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFPAM 10-243, *Augmentation Duty*

AFPD 24-1, *Personnel Movement*

AFPD 24-3, *Operation and Use of Ground Transportation Vehicles*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFMAN 37-123, *Management of Records* (will become AFMAN 22-363)

AFMAN 91-201, *Explosives Safety Standards*

AFRIMS RDS, [https://afrims.amc.af.mil/rds\\_series.cfm](https://afrims.amc.af.mil/rds_series.cfm)

AF Form 55, *Employee Safety and Health Record*

AF Form 94, *Air Baggage Claim Ticket*

AF Form 623, *Individual Training Record Folder*

AMCI 24-101, Volume 22, Attachments 3 and 5, *Training Requirements for Aerial Ports Operations*

AMCPAM 24-2 Series, *Civil Reserve Air Fleet Load Planning Guides*

DOD 4500.54-G, *Department of Defense Foreign Clearance Guide*

DOD 4515.13-R, *Air Transportation Eligibility*

DODD 4500.43, *Operational Support Airlift*

DODD 4500.9-R, *Defense Transportation Regulation (DTR) Part I, Passenger Movement*

DODD 4500.9-R, *Defense Transportation Regulation Part II, Cargo Movement*

DODD 4500.9-R, *Defense Transportation Regulation, Part III, Mobility*

DODD 4500.9-R, *Defense Transportation Regulation, Part VI, Management and Control of Intermodal Containers and System 463-L Equipment*

DODI 5400.11, *DOD Privacy Program*

DD Form 1385, *Cargo Manifest*

DD Form 2131, *Passenger Manifest*

International Air Transport Association (IATA) Dangerous Goods Regulation (DGR)

Title 49 CFR, *Code of Federal Regulations (parts 100-199)*

TO 1C-5A-9, *Loading Instructions USAF Series C-5A Airplanes*

TO 1C-10(K) A-9, *Cargo Loading Manual, KC-10A*

TO 1C-17A-9, *Technical Manual Cargo Loading, C-17A*

TO 1C-130A-9, *Cargo Loading Manual, USAF RC-130A, C-130A/B/D/E/H, HC-130H/N/P, LC-130H, MC-130H Airplanes*

TO 1C-130A-16-1, *Loading and Air Transport of Nuclear Weapon Cargo (Non-palletized) US Air Force F Series C-130A/B/D/E/H Aircraft*

TO 1C-130A-16-2, *Loading and Air Transport of Nuclear Weapon Cargo (Palletized) US Air Force Series C-130A/B/D/E/H Aircraft*

TO 1C-135(K) A-9, *Technical Manual Cargo Loading, KC-135*

TO 11A-1-46, *Fire Fighting Guidance, Transportation and Storage Management Data, and Ammunition Complete Round Chart*

TO 35D 33-2-2-2, *Instruction with Parts Breakdown -- 463L Air Cargo Pallets, Types HCU-6/E and HCU-12/E*

TO 35D 33-2-2-1, *Maintenance and Repair Instructions -- Air Cargo Pallet Nets, HCU-7/E, I, Side, HCU-15/C, II, Top, HCU11/C, III, Side, HCU-16/C, IV, Top*

### ***Abbreviations and Acronyms***

**AMC**—Air Mobility Command

**AFDPO**—Air Force Departmental Publishing Office

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSH**—Air Force Occupational Safety and Health

**AFPAM**—Air Force Pamphlet

**AFPD**—Air Force Policy Directive

**AIS**—Automated Information Systems

**ANG**—Air National Guard

**CAP**—Civil Air Patrol

**CBRNE**—Chemical, Biological, Radiological, and Nuclear High Yield Explosives

**CIC**—Customer Identification Code

**CMOS**—Cargo Movement Operations System

**DD**—Department of Defense (as used on forms)

**DOD**—Department of Defense

**DODD**—Department of Defense Directive

**DODI**—Department of Defense Instruction

**DRU**—Direct Reporting Unit

**DTR**—Defense Transportation Regulation

**e-Publishing**—the e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil))

**FOA**—Field Operating Agency

**HAZMAT**—Hazardous Material

**HQ USAF or HAF**—Headquarters Air Force, includes the Secretariat and the Air Staff

**IDO**—Installation Deployment Officer

**IG**—Inspector General

**IMT**—Information Management Tool

**ITV**—In-Transit Visibility

**JA/ATT**—Joint Airborne/Air Transportability Training

**JI**—Joint Inspection

**MAJCOM**—Major Command

**MHE**—Material Handling Equipment

**MIL-STD**—Military Standard

**NGSL**—Next Generation Small Loader

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**OPSEC**—Operations Security

**ORM**—Operational Risk Management

**OSA**—Operational Support Aircraft

**PA**—Privacy Act of 1974

**READY**—Resource Augmentation Duty

**RDS**—Records Disposition Schedule

**SAAM**—Special Assignment Airlift Mission

**SRS**—SAAM Request System

**SDDG**—Shipper's Declaration of Dangerous Goods

**TCN**—Transportation Control Number

**TMF**—Traffic Management Flight

**TO**—Technical Order

# DD FORM 2131, PASSENGER MANIFEST

# DD Form 2131, PASSENGER MANIFEST

**A2.2.** Prepare the DD Form 2131 as follows:

Block 1: MISSION NUMBER/CALL SIGN. Enter the Air Force mission number, Joint Airborne/Air Transportability Training (JA/ATT) mission number, Special Assignment Airlift Mission (SAAM) number, exercise mission number, or other identifying mission number.

Block 2: AIRCRAFT TYPE/VEHICLE/VESSEL. Enter the 5-digit tail number of the aircraft flying the mission or identifying number and name of the vehicle/vessel transporting troops.

Block 3: POE. Use the actual name of airfield or point of departure, unless classified. If classified, write "Classified."

Block 4: POD. Use actual name of airfield or point of destination, unless destination is classified. If classified, write "Classified."

Block 5: DEPARTURE DATE. Enter departure date in year, 2-digit month and day format.

Block 6: TIME. Enter time in Zulu.

Block 7a: NAME. Enter last name and initials of passengers' first name and middle initial.

Block 7b: RANK. Enter appropriate military service rank/DOD civilian passenger grade.

Block 7c: SSN. Enter Social Security number of passenger.

Block 7d: STATUS. Enter the status of the passenger, e.g., ACTIVE, DEPENDENT, RETIREE, CIVILIAN, etc.

Block 7e: ULN. Enter the unit line number of the deployed passenger, if applicable.

Block 7f: LINE NO. Enter position number of the ULN of the deployed passenger, if applicable.

Block 7g: SVC. Enter military service of passenger.

Block 7h: CHECKED. Actual number of checked baggage and total weight.

Block 7i: CARRY-ON WEIGHT. Enter passenger carry-on baggage weight.

Block 7j: PAX WEIGHT. Enter the actual/interrogated weight of the passenger. Standard weight will not be used.

Block 7k: EMERGENCY CONTACT INFORMATION/NAME: Enter last name, first and middle initial of the emergency contact for the passenger.

Block 7l: TELEPHONE. Enter telephone number of the emergency contact for the passenger.

Block 8: MANIFEST TOTAL. Enter the number of active, dependents, retirees, civilians, guard/reserve, baggage pieces, checked baggage and carry-one weight, and passenger weight.

Block 9: TOTAL WEIGHT PAX AND ALL BAGGAGE: Enter total weight of all manifested passengers and baggage.

Block 10a: DATE. Enter the actual date form is completed.

Block 10b: PRINTED NAME. Enter the name of the individual that signs this form certifying that an anti-hijacking inspection has been conducted.

Block 10c: GRADE. Enter the grade of the individual listed in Block 10b.

Block 10d: SIGNATURE. Signature of person indicated in Block 10b.

Attachment 3

DD FORM 1385, CARGO MANIFEST

CARGO MANIFEST																																											
AIR		AIRCRAFT DATA				DEST CODE		REF		DESTINATION		MISSION DATA				ALW WT		ALW CU		MANIFEST ID				PAGE NO.																			
		CARRIER		A/C NO.		A/C MODEL						NO.		SU		DATE						STA		FY		TY		NO.															
SURFACE		FOE		DATE SAILED		VOYAGE DOCUMENT NO.				FOO		REF		VESSEL NAME				STATUS		SUBST		TRUCK NO.		REMARKS								PAGE NO.											
DOC ID		VEHICLE TRAILER OR CONTNR NUMBER		YR		MO		CONTNR NUMBER		COM CODE		CARGO EXC		VOYAGE DOC NO.		PORT OF DISCH		TYPE		PACK		TRANSPORTATION CONTROL NUMBER				CONSIGNEE		P R O R I T Y		NAME		AMMO LOT NO./INCHEN		DIMENSIONS		IDENTIFICATION NO. OR REMARKS		PIECES		WEIGHT		CUBE	
ITEMS HAVE BEEN LOADED:										ITEMS HAVE BEEN RECEIVED EXCEPT AS CIRCLED NOTED ON REVERSE SIDE										TOTALS		0		0.00		0.00																	
DATE				SIGNATURE OF LOADING AGENT								DATE				SIGNATURE OF UNLOADING AGENT								DATE				SIGNATURE OF RECEIVING AGENT															
DD FORM 1385, NOV 78										REPLACES EDITION OF 1 APR 66 WHICH MAY BE USED																				Reset													